Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

~~SECRET~~

AD/RR

25 April 1955

TO : Chief, Economic Research, ORR

SUBJECT: Comparative Utilization of Information Facilities and Sources by the Economic Research Area, ORR

I. PROBLEM:

To determine the relative utilization by analysts in the Economic Research Area of (a) information facilities and repositories and (b) source materials.

II. FACTS BEARING ON THE PROBLEM:

A. The Support Staff Questionnaire

1. Purpose

The Support Staff in 1954 devised and distributed a questionnaire concerning the utilization of available research facilities and sources* to all analysts in the Economic Research Area (ERA). The purpose of the questionnaire was to determine the use made of the various facilities and sources by ERA analysts in order that the Staff might be in a better position to furnish guidance in the "development, exploitation and utilization of all-source economic information and intelligence."

2. Description

The questionnaire was divided into two parts entitled, respectively, Utilization of Information Facilities and Utilization of Sources. Part I listed 25 information facilities available to ERA analysts and Part II, 11 types of source materials. Each of the two parts was further divided into two sections according to the use made of the facilities and sources by the analysts: (a) for specific research projects, and (b) for general (any other) activity. Listed on the questionnaire, in addition, were 10 reasons for low utilization or non-utilization of both the facilities and sources.

B. Compilation and Presentation of Poll Data

1. Compilation

Data dealing with utilization of the listed facilities and sources for specific research projects only were compiled from the responses of 210 analysts who returned completed questionnaires. These data are presented in Annexes A, B and C of this report.

*The term "source" is used in this report, as it was in the questionnaire, to signify a type of material as distinguished from a repository of, or a facility which handles, information documents.

HANDLE VIA COMINT CHANNELS ONLY

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4
SECRET

2. Methodology

The methodology used in consolidating the information derived from the completed questionnaires is explained in detail in Annex D. The principal concept used to show relative utilization is percentage of maximum utilization (defined as that utilization--equal to 100 percent--which would result if every analyst submitting a questionnaire had indicated heavy reliance upon any given facility or source).*

3. Charts

Three charts are appended to this report. The first chart (Annex A) shows the utilization of facilities and sources by the ERA as a whole. The second (Annex B) presents essentially the same information, but includes a breakdown of the ERA into its four composite divisions. The third (Annex C) compares various systems of ranking the facilities and sources in terms of their utilization by the ERA.

C. Results of the Poll**

1. Utilization

a. Facilities Most Utilized

The poll indicated that of the 25 information facilities and repositories listed in the questionnaire, those most utilized are (1) the Special Register (70 percent of maximum), (2) the CIA Library (68 percent)***, and (3) the Foreign Documents Division (62 percent). Ranking next were the Industrial Register and the Intellofax Service of the CIA Library (each with 58 percent).

b. Sources Most Utilized

Of the 11 types of source materials listed in the questionnaire, the three most heavily utilized by the ERA are (1) foreign press and radio in translation (79 percent), (2) foreign service despatches (75 percent) and (3) Communications Intelligence (71 percent). Ranking fourth and fifth, respectively, are defector interrogations (67 percent) and untranslated native periodicals (60 percent).

*The implication that maximum utilization is necessarily desirable in every case is not intended in this report.

**Detailed data can be furnished by the Support Staff on the relative utilization of facilities and sources by ERA divisions and branches.

***Although the Intellofax Service, Bibliographic and Index Room Facilities, and Reference Service were separately considered on the questionnaire, it is believed that this figure represents the utilization of the CIA Library as a whole.

SECRET
Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4
SECRET

c. Facilities and Sources Least Utilized

The poll revealed that the sources, with their respective service facilities, which are least utilized by ERA analysts, are (1) [redacted] 25X1B4d
25X1B4d [redacted] SOVMAT information (23 percent), and (3) photo-intelligence material (34 percent). The Biographic Register, [redacted] 25X1D0a
25X1D0a [redacted] and the Library of Congress are also utilized to a limited extent.

2. Factors Limiting Utilization

For the sake of simplicity, the 10 reasons indicated on the questionnaire for non-utilization or low utilization have been reduced to five factors. These, in the order of importance as shown by frequency of occurrence in the poll, are as follows:

(a) Unfamiliarity (of the analyst with the service or material)

(b) Lack of pertinence (of the data to the analyst's projects)

(c) Paucity (of data pertaining to the analyst's field)

(d) Inconvenience (of using the facility or source)

(e) Unreliability (which the analyst attributes to the information or service provided).

III. DISCUSSION

The Support Staff questionnaire was undertaken for the primary purpose of ascertaining the relative use made of various facilities and sources by ERA personnel. Details of the resultant relative utilization pattern are presented in the graphs in Annexes A and B and in the chart in Annex C.

In general, the utilization pattern of both facilities and sources is similar to what the Staff anticipated, although the use made of the Special Register by ERA analysts is surprisingly high. A significant contribution of the poll is, however, that it provides a factual basis for what was formerly speculation.

A second important result of the poll has been to reveal the principal reasons which influence analysts to make only limited use of certain of the research facilities available.

Unfamiliarity was the reason given most often for non-utilization of information facilities. Unfamiliarity was noted especially in the case of [redacted] the 25X1D0a
Techniques and Methods Division of the Coordination Area, and the Departmental Records Branch of AGO (the captured German

SECRET
Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4
SECRET

document collection). A relatively large number of analysts noted, moreover, that insufficient time was available to investigate the facilities with which they were unfamiliar.

The second most frequently cited reason for low utilization or non-utilization was that the facility in question did not possess material pertinent to the analyst's projects. A careful analysis of the questionnaire responses reveals, however, that many of these were a priori judgments made without an investigation by the analyst of the facility in question, indicating that the real problem was one of unfamiliarity. For example, of the 142 analysts who indicated that the Biographic Register did not have information pertinent to their projects, 61 had never visited the facility. A similar situation was found to exist in the case of the Graphics Register, the Photo-Intelligence Division, the Techniques and Methods Division, and the SOVMAT Staff.

The third reason for low utilization of facilities was inconvenience, which referred sometimes to physical location (cited often in reference to the Library of Congress and FDD), and sometimes to the difficulty of obtaining the needed material in time to be useful. Many analysts also noted that the material provided by certain facilities was "more readily available elsewhere".

The fourth most important factor was paucity of pertinent data, a reason noted often for low utilization of material provided by the SOVMAT Staff, the Techniques and Methods Division, the Photo-Intelligence Division as well as the Graphics and Biographic Registers. It should be pointed out that, in the case of the first three facilities, the quantity of data pertinent to ERA interests would undoubtedly increase under "hot" war conditions. Air reconnaissance over enemy targets, for example, would make available a large supply of current photographic information, much of it directly relevant to ERA intelligence interests.

The fifth reason, unreliability, was found to be a relatively insignificant influence on the use of any of the facilities or sources listed.

It is apparent from the results of the poll that some sort of program is needed to educate ERA analysts in the capabilities as well as the limitations of many information facilities in the Washington area. This need is pointed up by three considerations:

First, it is essential to determine to what extent these facilities or repositories contain valuable information which is being neglected by ERA analysts because of either ignorance or lack of time.

SECRET
Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4
SECRET

Second, the fact that ERA analysts so frequently reported a lack of time to investigate facilities emphasizes a need for preliminary information and guidance in the understanding and proper utilization of the relevant facilities.

Third, in the case of certain facilities like the Photo-Intelligence Division, there is a need for education not only because of the information which it now contains but, more especially, because of the potential expansion of information from this source in the event of war.

For these reasons, it is considered expedient that the ERA continue and expand the program already begun of investigating available information facilities for the benefit of all ERA analysts. This program should encompass a general research guide for analysts and a series of staff studies on individual facilities and repositories. Such staff studies should include the type of information housed or processed, the services provided, proper utilization of the material and facilities, and an evaluation of the material from the ERA viewpoint.

IV. SUMMARY AND CONCLUSIONS

A. The Special Register, the CIA Library, and the Foreign Documents Division are the facilities most used by ERA analysts.

B. Foreign press and radio, foreign service despatches, and Communications Intelligence are the sources most heavily relied upon by ERA analysts.

25X1B4d

25X1B4d C. Sources least used by ERA analysts are [redacted] SOVMAT material, and photo-intelligence information.

D. Unfamiliarity is the most important factor limiting the use of information facilities by ERA analysts.

25X1A9a

[redacted]

Chief, Support Staff, Economic Research Area
Research and Reports

St/S/RR:VWD:eds

SECRET
Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

EXPLANATION OF ANNEXES

ANNEXES A AND B:

The graphs in Annexes A and B consist of five columns, corresponding to the five degrees of utilization shown on the questionnaire. These degrees range from o for non-utilization, through a, b, and c, to d - the last indicating heavy reliance. In order to determine the utilization of the facilities and sources relative to each other these five responses were reduced to a single figure for each facility and source, using the concept of percentage of maximum utilization. (See METHODOLOGY, ANNEX D.)

The order of the facilities and sources in both Annexes A and B is determined by these percentage figures, but in Annex B the division graphs are presented alphabetically, as the percentage of maximum utilization is not indicated for each division. In general, the higher the proportion of c and d responses, the higher the percentage of maximum utilization. This may easily be seen by noting how the weight of the columns in Annex A shifts from right to left.

The figure appearing directly below each graph is the percentage of analysts responding from the division or from the Economic Research Area (as the case may be) for that particular facility or source.

ANNEX C:

The chart in Annex C compares various systems of ranking the facilities and sources listed on the questionnaire in terms of utilization. It consists of four columns, the first of which shows the percentage of maximum utilization (a weighted figure) for each facility and source. (These figures should be examined in connection with Annexes A and B.) Columns II, III, and IV are the percentages of analysts in the ERA responding, respectively, in the o column, the d column, and in the c and d columns combined. The ranking is reversed on the o column to show the lowest degree of non-utilization first in order to parallel the other four columns, which record the highest degree of utilization first.

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

~~SECRET~~

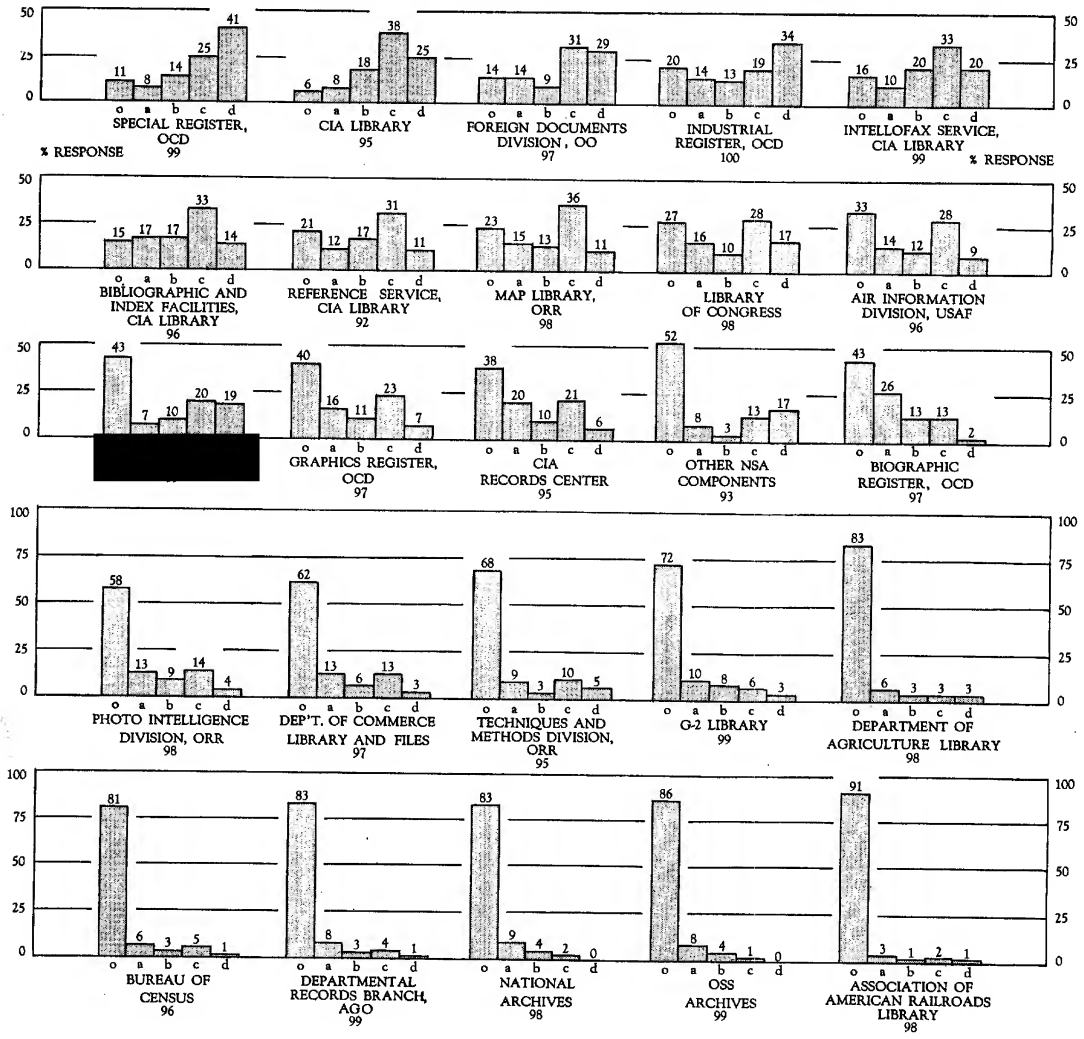
ANNEX A. A COMPARISON OF THE UTILIZATION OF INFORMATION FACILITIES AND SOURCES BY THE ECONOMIC RESEARCH AREA, ORR

o = NON-UTILIZATION
a = SLIGHT UTILIZATION
b
c
d = HEAVY UTILIZATION
} DEGREES FROM o TO d INDICATE PROGRESSIVELY GREATER RELIANCE ON FACILITY OR SOURCE

100% = RESPONSES COMPILED FROM 210 QUESTIONNAIRES

PART I. UTILIZATION OF INFORMATION FACILITIES BY THE ECONOMIC RESEARCH AREA

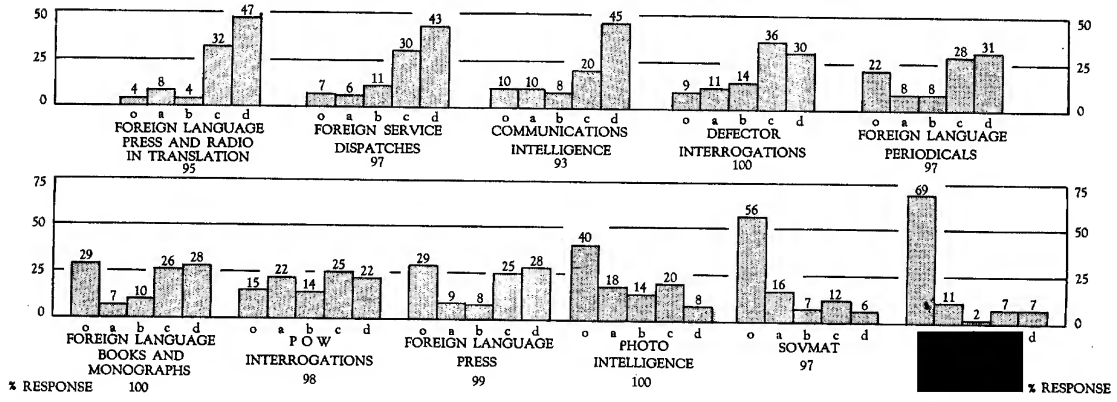
FACILITIES ARE RANKED ACCORDING TO PERCENTAGE OF MAXIMUM UTILIZATION



25X1D0a

PART II. UTILIZATION OF SOURCES BY THE ECONOMIC RESEARCH AREA

SOURCES ARE RANKED ACCORDING TO PERCENTAGE OF MAXIMUM UTILIZATION



25X1B4d

~~SECRET~~

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

ANNEX B. A COMPARISON OF INFORMATION FACILITIES AND SOURCES SHOWING UTILIZATION BY DIVISIONS OF THE ECONOMIC RESEARCH AREA, ORR

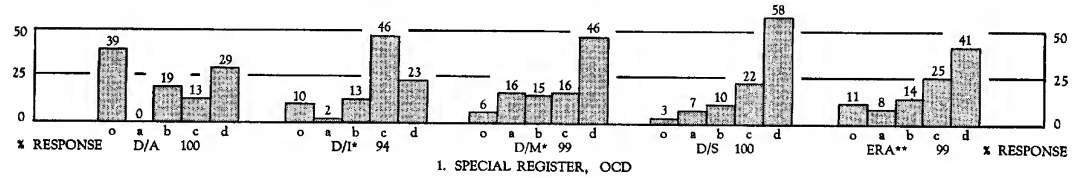
D/A - 100% = RESPONSE OF 31 ANALYSTS
D/I - 100% = RESPONSE OF 52 ANALYSTS
D/M - 100% = RESPONSE OF 67 ANALYSTS
D/S - 100% = RESPONSE OF 60 ANALYSTS
ERA - 100% = RESPONSE OF 210 ANALYSTS

o = NON-UTILIZATION
a = SLIGHT UTILIZATION
b
c
d = HEAVY UTILIZATION

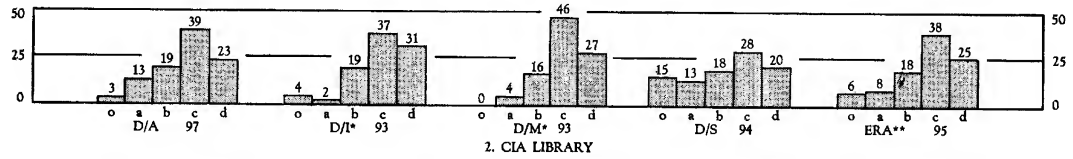
} DEGREES FROM o TO d INDICATE PROGRESSIVELY GREATER RELIANCE ON FACILITY OR SOURCE

PART I. UTILIZATION OF INFORMATION FACILITIES BY DIVISIONS OF THE ECONOMIC RESEARCH AREA

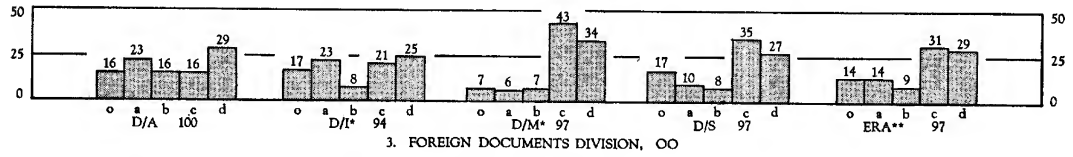
FACILITIES ARE RANKED ACCORDING TO PERCENTAGE OF MAXIMUM UTILIZATION; DIVISIONS ARE PRESENTED ALPHABETICALLY



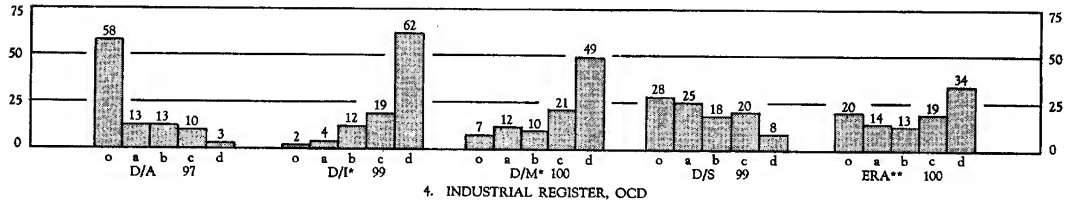
1. SPECIAL REGISTER, OCD



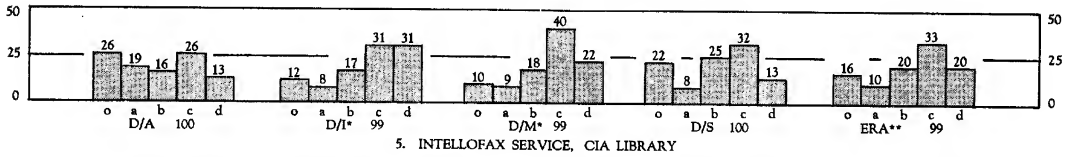
2. CIA LIBRARY



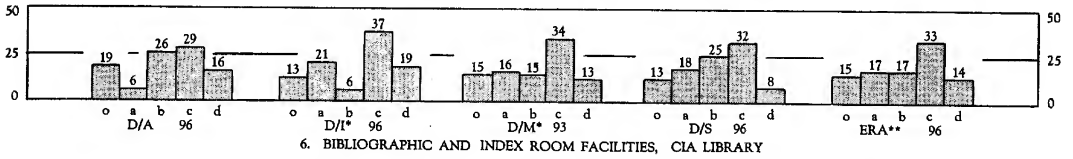
3. FOREIGN DOCUMENTS DIVISION, OO



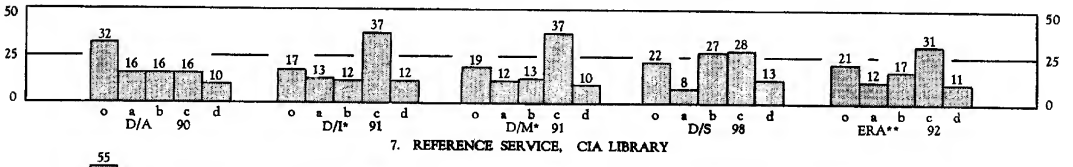
4. INDUSTRIAL REGISTER, OCD



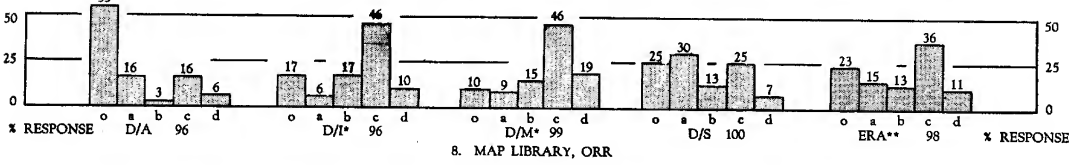
5. INTELLOFAX SERVICE, CIA LIBRARY



6. BIBLIOGRAPHIC AND INDEX ROOM FACILITIES, CIA LIBRARY



7. REFERENCE SERVICE, CIA LIBRARY



8. MAP LIBRARY, ORR

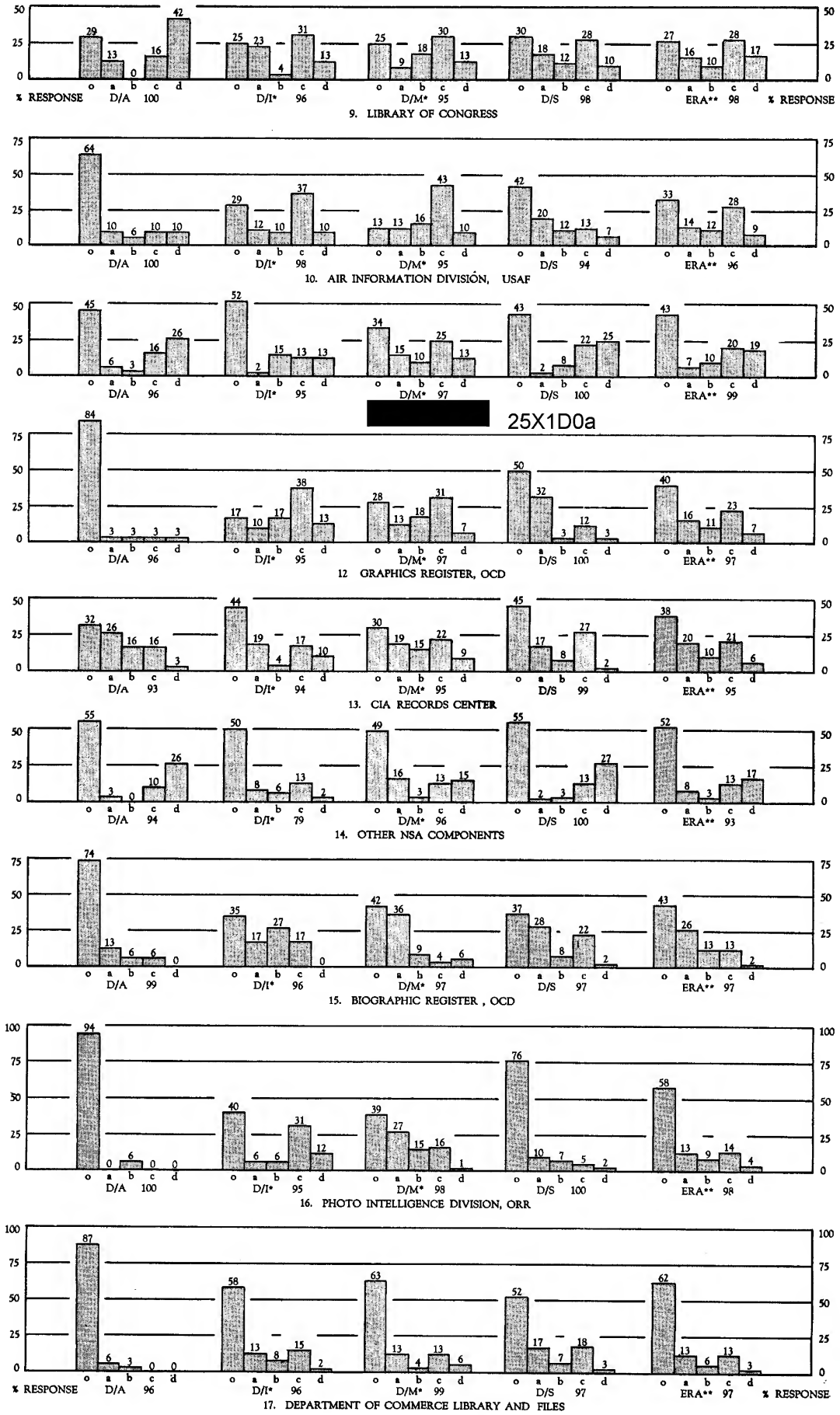
*Throughout ANNEX B. the responses for the Consumer Industries Branch have been included in the totals for Materials Division, since at the time the tabulations were completed, this branch had not yet become a part of Industrial Division.

**Throughout ANNEX B. the discrepancy which may be noted in some cases between the percentage figure recorded for the ERA and the average of the percentages given for the four divisions, is caused by rounding of figures.

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

SECRET

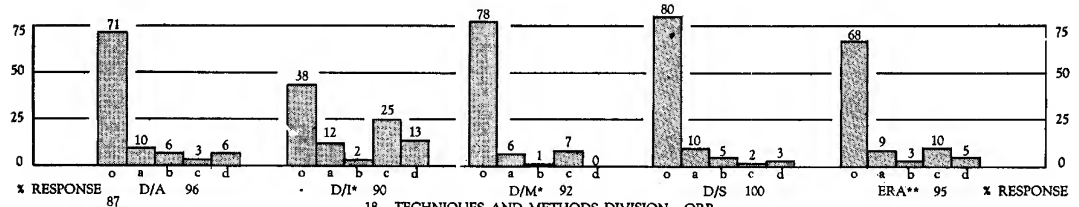


SECRET

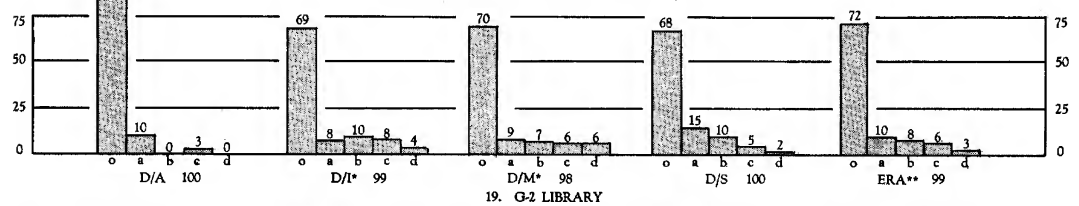
Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

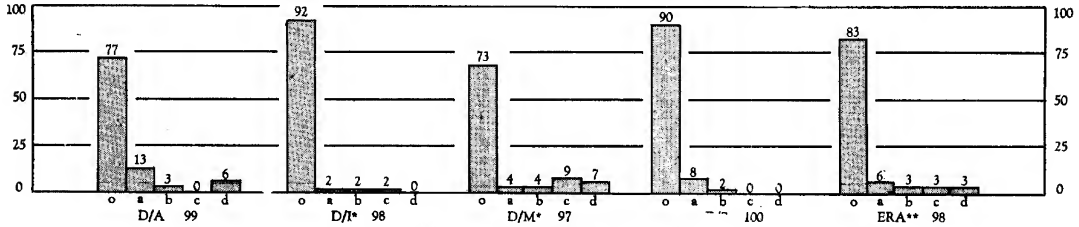
SECRET



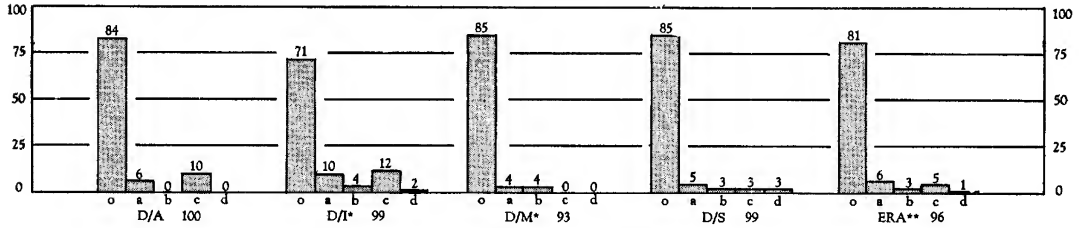
18. TECHNIQUES AND METHODS DIVISION , ORR



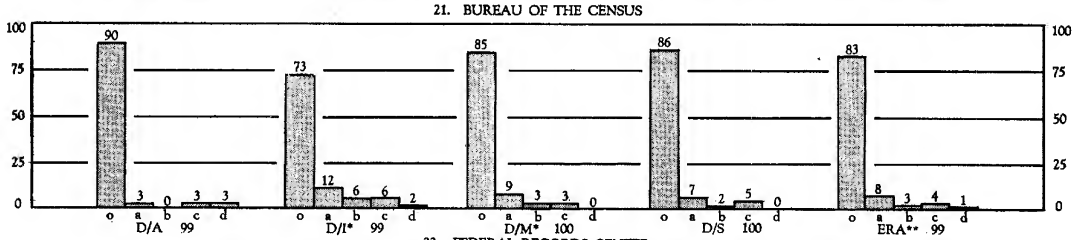
19. G-2 LIBRARY



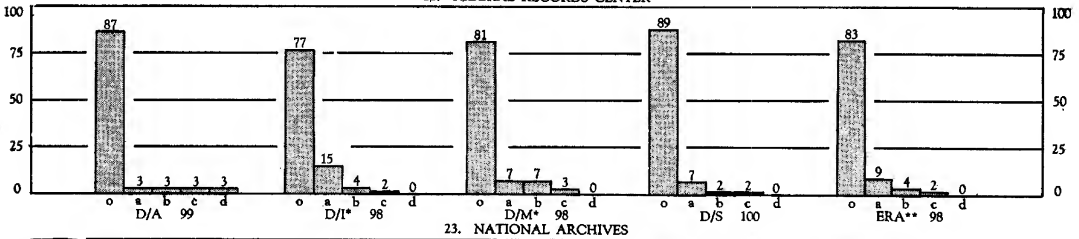
20. DEPARTMENT OF AGRICULTURE LIBRARY



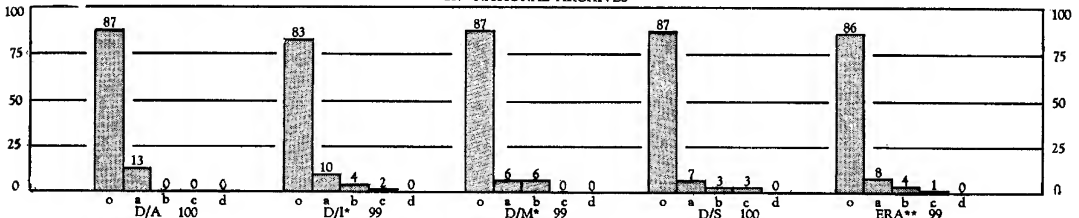
21. BUREAU OF THE CENSUS



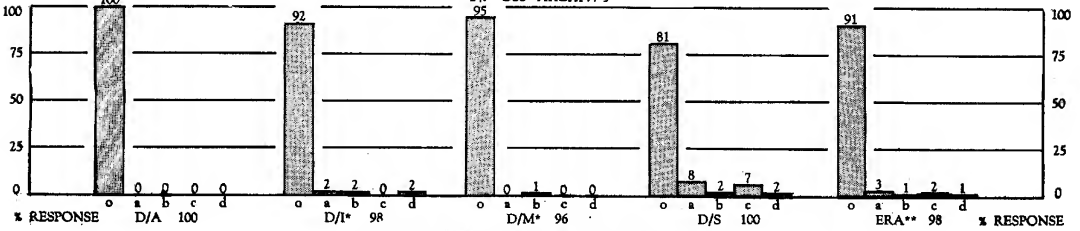
22. FEDERAL RECORDS CENTER



23. NATIONAL ARCHIVES



24. OSS ARCHIVES



25. ASSOCIATION OF AMERICAN RAILROADS LIBRARY

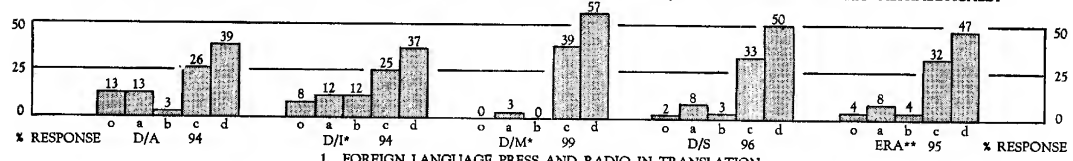
SECRET

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

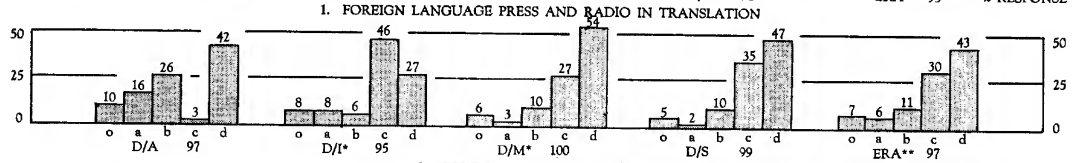
Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

PART II. UTILIZATION OF SOURCES (I.E. TYPES OF INFORMATION)
BY DIVISIONS OF THE ECONOMIC RESEARCH AREA

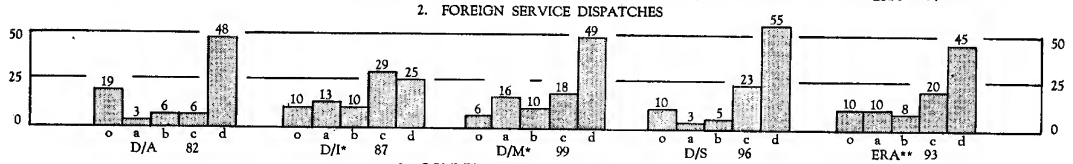
SOURCES ARE RANKED ACCORDING TO PERCENTAGE OF MAXIMUM UTILIZATION; DIVISIONS ARE PRESENTED ALPHABETICALLY



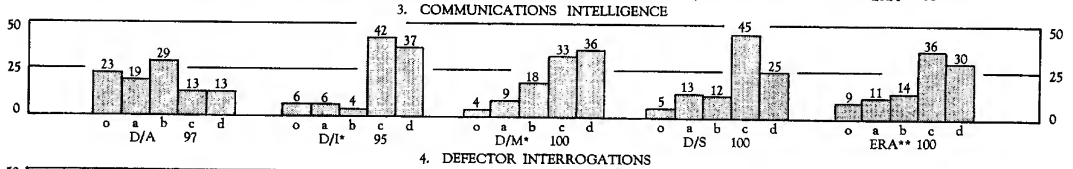
1. FOREIGN LANGUAGE PRESS AND RADIO IN TRANSLATION



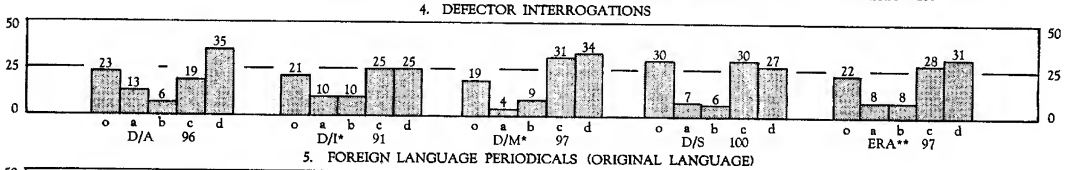
2. FOREIGN SERVICE DISPATCHES



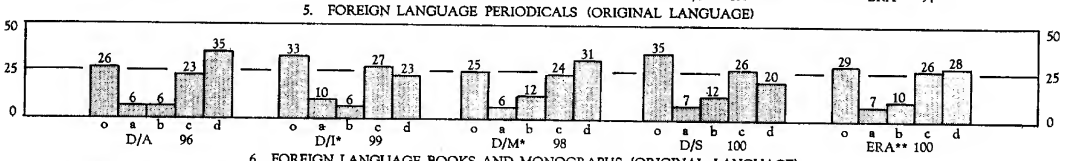
3. COMMUNICATIONS INTELLIGENCE



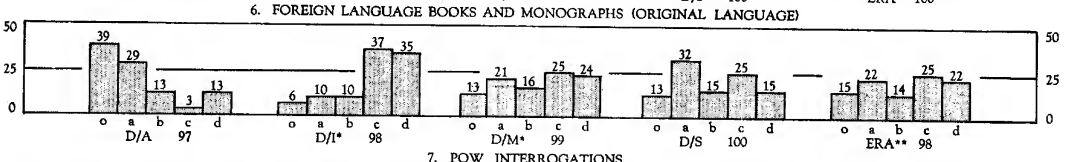
4. DEFECTOR INTERROGATIONS



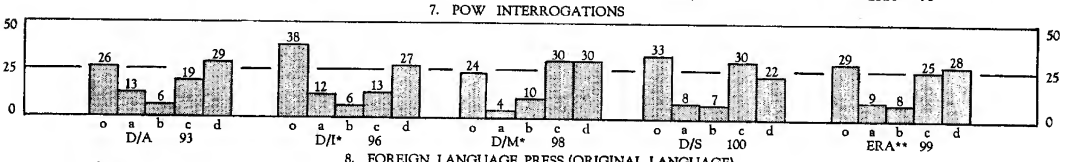
5. FOREIGN LANGUAGE PERIODICALS (ORIGINAL LANGUAGE)



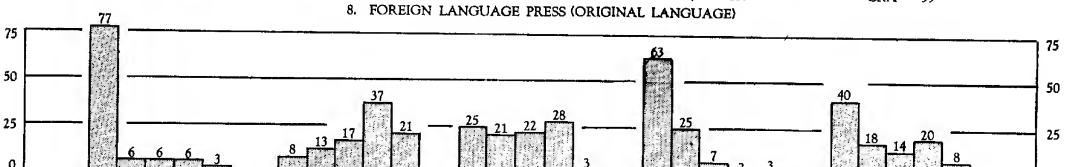
6. FOREIGN LANGUAGE BOOKS AND MONOGRAPHS (ORIGINAL LANGUAGE)



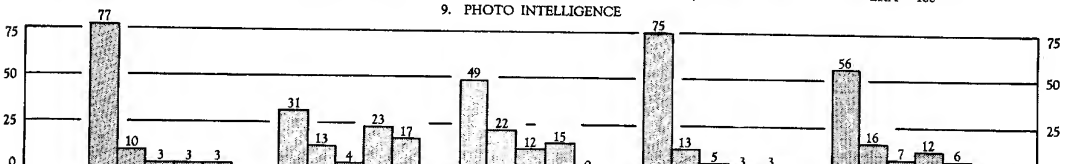
7. POW INTERROGATIONS



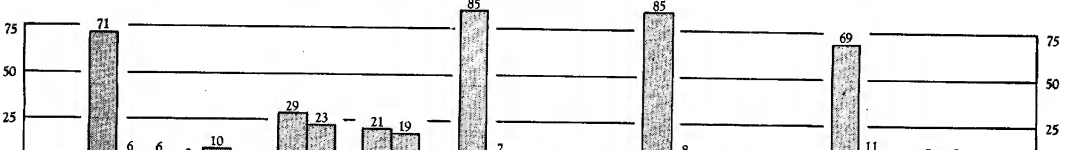
8. FOREIGN LANGUAGE PRESS (ORIGINAL LANGUAGE)



9. PHOTO INTELLIGENCE



10. SOVMAT



11. [redacted]

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

SECRET

ANNEX C

VARIOUS SYSTEMS OF RANKING THE UTILIZATION OF INFORMATION FACILITIES AND SOURCES BY THE ECONOMIC RESEARCH AREA, ORR

PART I. UTILIZATION OF INFORMATION FACILITIES BY THE ECONOMIC RESEARCH AREA

(All figures are percentages)

	I.		II.		III.		IV.	
Rank	Percentage of Maximum Utilization (weighted)		c. Column (non-Utilization of Facility)		d. Column (Heavy Reliance on Facility)		c. + d. Columns	
1.	SR	70	CIA Ly	6	SR	41	SR	66
2.	CIA Ly	68	SR	11	IR	34	CIA Ly	63
3.	FDD	62	FDD	14	FDD	29	FDD	60
4.	IR	58	Bib. and Index Room Facilities (CIA Ly)	15	CIA Ly	25	Intellofax Service (CIA Ly)	53
5.	Intellofax Service (CIA Ly)	58	Intellofax Service (CIA Ly)	16	Intellofax Service	20	IR	53
6.	Bib. and Index Room Facilities (CIA Ly)	54	IR	20	[redacted]	19	Bib. and Index Room Facilities (CIA Ly)	47
7.	Reference Service (CIA Ly)	50	Reference Service (CIA Ly)	21	Other NSA Components	17	Reference Service (CIA Ly)	47
8.	Map Ly (ORR)	49	Map Ly (ORR)	23	L. C.	17	L. C.	45
9.	L. C.	48	L. C.	27	Bib. and Index Room Facilities (CIA Ly)	14	Map Ly (ORR)	42
10.	Air Info. Division (USAF)	41	Air Info. Division (USAF)	33	Reference Service (CIA Ly)	11	[redacted]	39
11.	[redacted]	41	CIA Records Center	38	Map Ly (ORR)	11	Air Info Division (USAF)	37
12.	GR	35	GR	40	Air Info. Division (USAF)	9	Other NSA Components	30
13.	CIA Records Center	34	[redacted]	43	GR	7	GR	30
14.	Other NSA Components	32	BR	43	CIA Records Center	6	CIA Records Center	27
15.	BR	26	Other NSA Components	52	D/T (ORR)	5	D/GP (ORR)	18
16.	D/GP (ORR)	23	D/GP (ORR)	58	D/GP (ORR)	4	Dept. of Commerce Ly and Files	16
17.	Dept. of Commerce Ly and Files	20	Dept. of Commerce Ly and Files	62	Dept. of Commerce Ly and Files	3	BR	15
18.	D/T (ORR)	17	D/T (ORR)	68	Dept. of Agric. Ly	3	D/T (ORR)	15
19.	G-2 Ly	14	G-2 Ly	72	G-2 Ly	3	G-2 Ly	9
20.	Dept. of Agric. Ly	9	Bur. of the Census	81	BR	2	Bur. of the Census	6
21.	Bur. of the Census	9	Departmental Records Br. (AGO)	83	Bur. of the Census	1	Dept. of Agric. Ly	6
22.	Departmental Records Br. (AGO)	8	Dept. of Agric. Ly	83	Ass'n of Amer. Rail-Roads Ly	1	Departmental Records Br. (AGO)	5
23.	National Archives	7	National Archives	83	Departmental Records Br. (AGO)	1	Ass'n of Amer. Rail-roads Ly	3
24.	OSS Archives	5	OSS Archives	86	National Archives	0	National Archives	2
25.	Ass'n of Amer. Rail-roads Ly	4	Ass'n of Amer. Rail-roads Ly	91	OSS Archives	0	OSS Archives	1

SECRET

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

~~SECRET~~

ANNEX C

PART II. UTILIZATION OF SOURCES BY THE ECONOMIC RESEARCH AREA

(All figures are percentages)

	I.		II.		III.		IV.	
Rank	Percentage of Maximum Utilization (weighted)		o. Column (Non-Utilization of Source)		d. Column (Heavy Reliance on Source)		c. + d. Columns	
1.	For. Lang. Press and Radio in Translation	79	For. Lang. Press and Radio in Translation	4	For. Lang. Press and Radio in Translation	47	For. Lang. Press and Radio in Translation	79
2.	For. Service Despatches	75	For. Service Despatches	7	Communications Intelligence	45	For. Service Despatches	73
3.	Communications Intelligence	71	Defector Interrogations	9	For. Service Despatches	43	Defector Interrogations	66
4.	Defector Interrogations	67	Communications Intelligence	10	For. Lang. Periodicals	31	Communications Intelligence	65
5.	For. Lang. Periodicals	60	POW Interrogations	15	Defector Interrogations	30	For. Lang. Periodicals	59
6.	For. Lang. Books and Monographs	54	For. Lang. Periodicals	22	For. Lang. Books and Monographs	38	For. Lang. Books and Monographs	54
7.	POW Interrogations	54	For. Lang. Books and Monographs	29	For. Lang. Press	28	For. Lang. Press	53
8.	For. Lang. Press	53	For. Lang. Press	29	POW Interrogations	22	POW Interrogations	47
9.	Photo Intelligence	34	Photo Intelligence	40	Photo Intelligence	8	Photo Intelligence	28
10.	SOVMAT	23	SOVMAT	56	[redacted]	7	SOVMAT	18
11.	[redacted]	17	[redacted]	69	SOVMAT	6	[redacted]	14

25X1B4d

25X1B4d

25X1B4d

25X1B4d

~~SECRET~~

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4

ANNEX D: METHODOLOGY

Although the inherent nature of the data collected precludes their reduction to a single figure representing in absolute terms the total ERA utilization of each facility or source, a percentage of maximum utilization for each, derived by weighting, is presented to show comparative utilization. This figure was obtained by assigning numerical weights to each of the five degrees of utilization indicated on the questionnaire and by dividing the sum of the weighted responses by the product of the number of responding analysts and the maximum weight.

Since it was conceivable that the use of different weighting systems could vary the relative percentages, tables were calculated showing percentages of maximum utilization on the basis of two different sets of weights. (Comparison of the two showed that in only one instance did the order of degree of utilization vary when different weights were used; therefore, only one system was presented in Annex C.) Using zero to represent the e column on the questionnaire, the weights assigned began with 1 and followed a straight numerical progression through 4 for the degrees of utilization a, b, c, and d. (The second system began with 1 and increased each succeeding weight by a constant percentage.)

Since the c column on the questionnaire indicated fairly heavy utilization, the sums of the c plus d columns were presented in Annex C to compare with the ranking obtained by the d column alone.

Approved For Release 2001/03/02 : CIA-RDP70T00666R000100020009-4